



Standard  
Technology, Inc.

---

Federal Acquisition Service (FAS)  
Multiple Award Schedule (MAS)  
Contract No. GS-35F-0313J  
Information Technology (IT) Schedule 70  
Option 2: Mar. 21,2009- Mar.20,2014

## Labor Categories and Price List



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### Labor Category Descriptions

#### **1. Senior Program Director**

##### *Minimum/General Experience*

Must have minimum of twelve (12) years progressively more experience with four (4) years direct program management experience in a related field. Past performance includes: Leading of projects that involve the successful management of teams composed of Information Technology professionals. Has experience interfacing with the client's Contracting Officer and corporate management. Must have demonstrated knowledge of contractual limitations and company business and policy directives.

A Masters degree may be substituted for 3 years experience.

A Ph.D. degree may be substituted for 4 years experience beyond a Masters degree or 5 years experience beyond a Bachelor's degree.

##### *Functional Responsibility*

Responsibilities include day-to-day management of funds and personnel involving multiple projects and groups of personnel at multiple locations. Serves as the primary point of contact (POC) with client regarding program activities. Ensures that all resources including manpower, production standards, equipment availability, and facilities are available for program execution and implementation. May negotiate and make business decisions on behalf of the company. Exhibits written and oral communication skills with the client.

##### *Minimum Education*

B.A./B.S. degree.

#### **1. Program Manager**

##### *Minimum/General Experience*

Must have minimum of ten (10) years progressively more experience with three (3) years direct project management experience in a related field. Past performance includes management of Information Technology contracts/projects. Has experience as the single point of contact of all aspects of projects that involve the successful management of teams composed of IT professionals. Has experience interfacing with the client's Contracting Officer and corporate management. Has demonstrated knowledge of contractual limitations and company business and policy directives.

A Masters degree may be substituted for 3 years experience.



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

A Ph.D. degree may be substituted for 4 years experience beyond a Masters degree or 5 years experience beyond a Bachelor's degree.

### ***Functional Responsibility***

Consult with COTR and other government personnel to minimize costs and maximize efficiency in achieving the state requirements. Plans, organizes, and controls the overall activities of the project (i.e., project management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract.) Is responsible for day-to-day management of project funds and personnel. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Act as liaison between Contracting Officer and corporate management. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and other Government personnel. Serves as the primary point contact (POC) with the client regarding project activities. Demonstrates effective written and oral communication skills with client personnel.

### ***Minimum Education***

B.A./B.S. degree.

## **2. Subject Matter Expert**

### ***Minimum/General Experience***

Must have minimum of twelve (12) years of extensive knowledge in the field of expertise, and seven (7) years of specialized experience in the subject matter closely related to the work being accomplished.

A Masters degree may be substituted for 3 years experience.

A Ph.D. degree may be substituted for 4 years experience beyond a Masters degree or 5 years experience beyond a Bachelor's degree.

### ***Functional Responsibility***

Applies principles, methods, and knowledge to specific project task requirements in the respective functional area of expertise. Augments project teams, in support of the project management, by providing technical knowledge of analysis of highly specialized applications and operational environments. Technical support may include-technical advice on specialized applications, technical report preparation, or other services as required by the project requirements.

### ***Minimum Education***

B.A./B.S. degree and/or certification in the field of expertise.

## **3. Task Leader**



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### ***Minimum/General Experience***

Must have minimum of seven (7) years of progressively more experience in related field and one (1) year of direct experience in task management.

A Masters degree may be substituted for 3 years experience.

A Bachelors degree may be substituted for 2 years experience.

### ***Functional Responsibility***

Supervises and guides all day-to-day task activities and reviews task performance and work products for correctness as well as adherence to the design concepts and user requirements, and for progress in accordance with contract schedules. Coordinates with the Project Manager and the client agency representative to ensure the resolution and user satisfaction of technical matters. Monitors task status and provides recommendations to alleviate any task related discrepancies.

### ***Minimum Education***

B.A./B.S. degree and/or certification in the field of expertise.

## **4. Senior Systems Engineer**

### ***Minimum/General Experience***

Must have minimum of five (5) years of progressively more experience in the translation, development, and implementation of system designs to meet operational and user/business systems requirements. Must have two (2) years experience performing in a leadership role supervising other system engineers and/or system design and processes activities.

A Masters degree may be substituted for 3 years experience.

A Bachelors degree may be substituted for 2 years experience.

### ***Functional Responsibility***

Performs and supports the design of system architecture (including hardware, software, and telecommunications/network components) to implement enterprise-wide system requirements, ensures system designs are compatible and in compliance with operational requirements and state-of-the-art technologies and standards. Develops structured documentation to reflect system processes and operations. Assigns, instructs, and reviews the work of other systems engineers. Provides guidance in areas of formulating requirements and developing system designs.

### ***Minimum Education***

B.A./B.S. degree and/or certification in the field of expertise.



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### **5. Systems Engineer**

#### *Minimum/General Experience*

Must have minimum of two (2) years of progressive experience in the translation, development, and implementation of system designs to meet operational and user/business systems requirements.

A Bachelors degree may be substituted for 2 years experience.

#### *Functional Responsibility*

Performs and supports the design of system architecture (including hardware, software, and telecommunications/network components) to implement enterprise-wide system requirements, ensures system designs are compatible and in compliance with operational requirements and state-of-the-art technologies and standards. Develops structured documentation to reflect system processes and operations. May report to and support the Senior Systems Engineer.

#### *Minimum Education*

B.A./B.S. degree and/or certification in the field of expertise.

### **6. Senior Software Programmer/Engineer**

#### *Minimum/General Experience*

Must have minimum of five (5) years of progressively more software design experience using structured and object-oriented design methodologies and techniques. Must have two (2) years experience performing in a leadership role.

A Masters degree may be substituted for 3 years experience.

A Bachelors degree may be substituted for 2 years experience.

#### *Functional Responsibility*

Specialized experience includes the design and development of software systems to meet system operational and user requirements, developing detailed design specifications and test plans, providing software quality assurance, ensuring software components and systems are in compliance with current state-of-the-art products and standards, and supporting system verification, regression testing, and validation. Assigns, instructs, and reviews the work of other software engineers. Provides guidance in areas of formulating requirements and developing system software designs.

#### *Minimum Education*

B.A./B.S. degree and/or certification in the field of expertise.



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### **7. Software Programmer/Engineer**

#### *Minimum/General Experience*

Must have minimum of two (2) years of progressively more software design experience using structured and object-oriented design methodologies and techniques.

A Masters degree may be substituted for 3 years experience.

A Bachelors degree may be substituted for 2 years experience.

#### *Functional Responsibility*

Specialized experience includes the design and development of software systems to meet system operational and user requirements, developing detailed design specifications and test plans, providing software quality assurance, ensuring software components and systems are in compliance with current state-of-the-art products and standards, and supporting system verification, regression testing, and validation. Assigns, instructs, and reviews the work of other software engineers. Provides guidance in areas of formulating requirements and developing system software designs.

#### *Minimum Education*

B.A./B.S. degree and/or certification in the field of expertise.

### **8. Senior Network Administrator**

#### *Minimum/General Experience*

Seven (7) years experience with three (3) years specialized experience in the supervision of operations, administration, and maintenance of networks for medium to large scale computing environments.

A Masters degree may be substituted for 3 years experience.

A Bachelors degree may be substituted for 2 years experience.

#### *Functional Responsibility*

Supervises, monitors, and operates medium to large-scale LAN/WAN environments to achieve maximum system efficiency and throughput. Responsible for maintaining logs, initiates failure/trouble reports, and trains junior administrators. Supervises and maintains user profiles, accesses, and resources, backup files and processes, domain integrity and configuration. Maintains communications with clients and users regarding remedial maintenance on equipment and any hardware or software downtime experienced and consults with the appropriate personnel to provide satisfactory actions.



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### *Minimum Education*

B.A./B.S. degree and/or certification in the field of expertise.

## **9. Network Administrator**

### *Minimum/General Experience*

Two (2) years experience in the day-to-day operations, administration, and maintenance of networking computing environments.

A Bachelors degree may be substituted for 3 years experience.

### *Functional Responsibility*

Monitors and controls the daily activities of all LAN hardware and software resources. Supervises LAN hardware and software installation, configuration, upgrades and maintenance for workstations, servers, and other network peripheral devices. Experience includes expertise in cabling, workstation components configuration and installation, network operating system software, testing system components, tracing and repairing outages, diagnostics, and minor hardware repair.

### *Minimum Education*

A.A. degree and/or certification in the field of expertise. A.A. degree may be substituted for one (1) year experience.

## **10. IT Technician**

### *Minimum/General Experience*

One (1) year experience in the field of expertise. An Associate degree may be substituted for the required experience.

### *Functional Responsibility*

Works under supervision to install LANs and related components. Performs server and workstation connection, configuration, integration, and testing as necessitated by system and user requirements. Upgrades system components as required.

### *Minimum Education*

Associate degree and/or certification in the field of expertise. 1 year experience may be substituted for Associate degree or certification.



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### **11. Documentation Specialist**

#### *Minimum/General Experience*

A minimum of two (2) years of experience in preparing, researching, and maintaining technical documentation.

#### *Functional Responsibility*

Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology in all corporate documents. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Must be capable of utilizing computer hardware and software to prepare on-line documentation.

#### *Minimum Education*

High school graduate or a high school equivalency certificate.

### **12. Data Entry Operator**

#### *Minimum/General Experience*

Must have one (1) year experience as a data entry operator.

#### *Functional Responsibility*

With only general supervision, operates data entry equipment to transcribe or key verify data from user documents or files to appropriate data storage resources in accordance with established instructions. Logs work completed, resolves discrepancies in data source media, and maintains knowledge of computing software applications and hardware procedures necessary for data processing.

#### *Minimum Education*

High school graduate or a high school equivalency certificate.

### **13. Administrative Specialist**

#### *Minimum/General Experience*

Must have one (1) year of administrative support experience.

#### *Functional Responsibility*

Supervises office operational activities to support project management and professional staff. Oversees and provides support in the production of project deliverables, personnel and presentation records and materials, and





Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

management reports. Coordinates meeting schedules, supervises project record maintenance, and assists in project administration.

### *Minimum Education*

High school graduate or a high school equivalency certificate.

## **14. Senior Program Analyst**

### *Minimum/General Experience*

Must have minimum of seven (7) years of progressive experience in the analyst and support of systems acquisition, project planning, project budgeting, and program control to meet program control requirements.

A Bachelors degree may be substituted for 2 years experience.

### *Functional Responsibility*

Performs analysis and provide recommendations in the areas of configuration management; systems acquisition; government furnished equipment; manufacturing and production planning, performance and cost. Evaluate program changes and assess their impact on performance and manufacturing process. Assist in configuration management tracking system for engineering change proposals, deviation, and waivers. Assigns and instructs other Program analysts in completion of duties.

### *Minimum Education*

B.A./B.S. degree and/or certification in the field of expertise.

## **15. Program Analyst**

### *Minimum/General Experience*

Must have minimum of five (5) years of progressive experience in the analyst and support of systems acquisition, project planning, project budgeting, and program control to meet program control requirements.

A Bachelors degree may be substituted for 3 years experience.

### *Functional Responsibility*

Performs analysis and provide recommendations in the areas of configuration management; systems acquisition; government furnished equipment; manufacturing and production planning, performance and cost. Evaluate program changes and assess their impact on performance and manufacturing process. Assist in configuration management tracking system for engineering change proposals, deviation, and waivers.



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### *Minimum Education*

B.A./B.S. degree and/or certification in the field of expertise.

## **16. Junior Program Analyst**

### *Minimum/General Experience*

Must have minimum of one (1) year in the field of acquisition support and project control.

A.A. degree or certification in the field of expertise may be substitute for the required experience.

### *Functional Responsibility*

Under supervision, performs analysis, systems acquisition support, special studies and prepares planning data **for all program control activities.**

### *Minimum Education*

High school diploma or equivalency.

## **17. IT Requirements Coordinator**

### *Minimum/General Experience*

Must have minimum of five (5) years of progressive experience in planning, budgeting, coordinating and conducting all phases of Information Technology conference planning. Must have two (2) years experience performing in leadership role supervising others in conference planning.

A Bachelors degree may be substituted for 3 years experience.

### *Functional Responsibility*

Provide full life-cycle Information Technology conference support for conferences and meetings. Support includes all phases of pre-conference planning and support, onsite support, and post-conference support, conference budgeting, design concepts and approaches. Serves as lead planner and/or coordinator of major event components as assigned. Supports team and corporate administrative requirements and company business development efforts.

### *Minimum Education*

High school diploma or equivalency.

## **18. IT Financial Analyst**



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### ***Minimum/General Experience***

Must have minimum of five (5) years of progressive experience in compiling and performing financial analyses, budgeting, reporting of financial data.

A Masters degree may be substituted for 2 years experience.

### ***Functional Responsibility***

Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Analyze financial information systems detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers. Audit contracts, orders and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Installs, modifies, documents and coordinates implementation of accounting systems and accounting control procedures. Devises and implements system for general accounting. Makes recommendations regarding the accounting of reserves, assets, and expenditures. Conducts studies and submits recommendations for improving the organization's accounting operation. Collects appropriate data and prepares federal, state and local reports and tax returns.

### ***Minimum Education***

B.A./B.S. degree and/or certification in the field of expertise.

## **19. Business Process Re-engineering Specialist**

### ***Minimum/General Experience***

Must have minimum of five (5) years of progressive experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development activity and data modeling, or information systems development methods and practices.

A Masters degree may be substituted for 3 years experience.

A Ph.D. degree may be substituted for 4 years experience beyond a Masters degree or 5 years experience beyond a Bachelor's degree.

### ***Functional Responsibility***

Works directly with customer, management, and staff on the analysis of performance organizational assessment projects. Plans, coordinates, and performs complex assignments and manages the output of professional staff. Assesses existing organizational structures, business methodologies, processes, and procedures, to determine how they are presently supporting mission objectives, resource constraints, and performance. Performs comparative analyses to determine best practices and applies best practices to existing organizational structures, etc., then applies process improvement and re-engineering methodologies and principles to bring about process modernization projects to optimize the entire business process to meet its same, or modified, mission



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

objectives, resource constraints and performance. Address procedural and process as related to best industry practices.

### ***Minimum Education***

B.A./B.S. degree and/or certification in the field of expertise.

## **20. Human Resources Systems Analyst**

### ***Minimum/General Experience***

Must have minimum of five (5) years of progressive experience in developing, implementing, and maintaining human resources information technology systems. In addition, responsible for reengineering human resource systems and processes and identifying best practices.

A Masters degree may be substituted for 3 years experience.

A Ph.D. degree may be substituted for 4 years experience beyond a Masters degree or 5 years experience beyond a Bachelor's degree.

### ***Functional Responsibility***

Works directly with customer, management, and staff on the analysis of human resources processes and systems. Plans, coordinates and implements human resources systems to meet organization's objectives. Helps to maintain systems, documents processes, and issues that the best practices are followed.

### ***Minimum Education***

B.A./B.S. degree and/or certification in the field of expertise.



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### STI IT Rate Schedule

| Labor Category                        | GSA Hourly Labor Rate |
|---------------------------------------|-----------------------|
| Senior Program Director.....          | \$126.16              |
| Program Manager .....                 | \$97.73               |
| Subject Matter Expert.....            | \$106.57              |
| Task Leader .....                     | \$74.17               |
| Sr Systems Engineer.....              | \$78.43               |
| Systems Engineer .....                | \$42.11               |
| Sr. S/W Programmer/Engr.....          | \$76.24               |
| SIW/ Programmer/Engr .....            | \$59.74               |
| Sr. Network Administrator .....       | \$85.54               |
| Network Administrator.....            | \$62.47               |
| IT Technician.....                    | \$32.24               |
| Documentation Specialist .....        | \$32.24               |
| Data Entry Operator.....              | \$21.19               |
| Administrative Specialist.....        | \$31.92               |
| Senior Program Analyst.....           | \$51.86               |
| Program Analyst .....                 | \$45.93               |
| Jr. Program Analyst .....             | \$22.03               |
| IT Requirements Coordinator .....     | \$57.56               |
| IT Financial Analyst .....            | \$48.87               |
| BPR Specialist .....                  | \$72.02               |
| Human Resources Systems Analyst ..... | \$72.54               |



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

### **Commitment To Promote Small Business Participation Procurement Programs**

#### **Preamble**

Standard Technology, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

#### **Commitment**

- ❑ To actively seek and partner with small businesses.
- ❑ To identify, qualify, mentor and develop small, small disadvantaged and women-owned businesses by purchasing from these businesses whenever practical.
- ❑ To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- ❑ To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned businesses to supply products and services to our company.
- ❑ To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned businesses.
- ❑ To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- ❑ To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- ❑ We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact: Fred Behbahani (703) 379-2500 x131.



Standard Technology, Inc.

Schedule 70- IT –Contract GS-35F-0313J

---

***Best Value Blanket Purchase Agreement Federal Supply Schedule***

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

\_\_\_\_ (Agency) and \_\_\_\_ (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as search for sources, the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, in individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures:

\_\_\_\_\_  
AGENCY DATE

\_\_\_\_\_  
CONTRACTOR DATE



Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

BPA NUMBER \_\_\_\_\_

(Customer Name)

### **Blanket Purchase Agreement**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency).

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

#### **MODEL NUMBER/PART NUMBER \*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

#### **DESIGNATION DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

#### **OFFICE POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:





Standard Technology, Inc.

## Schedule 70- IT –Contract GS-35F-0313J

---

- (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



Standard Technology, Inc.

Schedule 70- IT –Contract GS-35F-0313J

---

## Basic Guidelines for Using “Contractor Team Arrangements”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- ❑ The customer identifies their requirements.
- ❑ Federal Supply Schedule Contractors may individually meet the customers needs, or -
- ❑ Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- ❑ Customers make a best value selection.